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75P-4

(TSD)

Chief, Technical Services Division

2 June 1961

THRU : DDP/ RMO  
Chief, Records Management Staff

## Technical Services Division Records Survey

1. Attached are the Records Control Schedule and Survey Report for TSD.

2. Implementation of this schedule and the adoption of the recommendations contained in the survey report should greatly assist TSD in promoting good records management practices. However, in order to obtain the maximum effectiveness from a newly developed Records Control Schedule it is customary for the Division Chief to provide each Branch a copy of their portion of the schedule. Through experience we have learned that the dissemination of an internal notice emphasizing the importance of complying with the schedule and appropriate recommendations enhances the success of a records program.

3. The inventory disclosed that there are approximately 3900 cubic feet of records in TSD. (This does not include TSD records at field stations). Of this amount, less than 1% (2.5 cubic feet) was considered to be Permanent Record material. In addition, approximately 10% (394.3 cubic feet) was appraised as Temporary, Disposal Not Authorized. It is anticipated that, in the future, disposal authority will be sought and approved for a substantial amount of the records with disposition indicated as Temporary, Disposal Not Authorized.

4. During the course of this survey some records were destroyed and 46 cubic feet of records were retired to the Records Center.

5. The task of inventorying and developing a Records Control Schedule for such a voluminous collection was not easy and much of the credit is largely due to [redacted] detailed understanding of the missions of the various TSD branches and her conscientious attitude toward her records work. It is hoped that in the future, [redacted] will be able to pursue other phases of Records Management as prescribed in Agency Regulations.

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25X1 6. I wish to express my appreciation to members of the Technical Services Division for their assistance and cooperation given to [ ] during this survey. Please let me know if we can be of further service.



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**Attachments:**

Records Control Schedules  
Records Survey Report

25X1 RMS/RDB/ [ ] ns (2 June 1961)

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